

Oklahoma Military Department
“National Guard Youth Program Division”

SUBJECT: VACANCY ANNOUNCEMENT UNCLASSIFIED U08-48

POSITION: Lead Instructor, Thunderbird Youth Academy

OPENING DATE: 14 November 2008

CLOSING DATE: 1 December 2008

SALARY RANGE: \$2,789.00 - \$3,039.00 monthly

EDUCATION AND EXPERIENCE: BA/BS and Oklahoma Teacher Certification required with documented supervisory experience. MA/MS preferred with prior principal duty experience.

JOB DESCRIPTION: TYA Lead Instructor serves as principal and lead educator for a military styled academy for up to 125 at-risk youth, serving 2 cycles per year. TYA cadets tend to have academic and other issues; therefore this position requires someone who is mature, calm and professional under stressful conditions. **Administrative:** Direct curriculum development meetings. Ensure curriculum meets required legislated, program and Academy standards. Schedule, supervise and evaluate the educational process for Academy Cadets, to include GED academic classes, field trips, college classes, Vocational Schools, career shadowing, and other activities relating to the curriculum as necessary. Coordinate, schedule and evaluate GED testing, academic achievement testing (TABE); responsible for educational core component progression and documentation and gathering/preparing academic statistical data upon cadet enrollment and program completion. **Managerial:** Supervise, direct and evaluate the performance of the certified instructional staff and educational support staff to include interviewing and recommend hiring. Maintain education department’s personnel support documentation. Coordinate with other departments on program improvement and cooperative activities, must be a team player. Enforce Academy rules and policies in accordance with the Master Youth Programs Cooperative Agreement (MYPCA) and OMD guidelines. Perform additional duties as required.

SPECIAL REQUIREMENTS: Ability to handle confidential information. Exercise judgment in interpreting and applying rules or policy. Must be computer literate, Windows XP experience is a plus. Occasional travel may be required at the expense of the employee to be reimbursed within 45 days of state reimbursement claim submission.

MANDATORY REQUIREMENTS: An offer of employment shall only extend to final candidates contingent upon a satisfactory outcome of the required pre-employment background check, drug-alcohol screening, employment eligibility verified through E-Verify (Homeland Security), and a National Agency Check for positions that require computer access.

BENEFITS: This is a full-time unclassified state with full state retirement and insurance benefits, including paid health, dental, life, and disability insurance for the employee and 75% paid health insurance for dependents. Annual leave of 10 hours per month and sick leave of 10 hours per month begin accruing immediately.

LOCATION: Thunderbird Youth Academy located on the campus of Whitaker Education and Training Center (WETC grounds): 417 S Elliott Street, Pryor, Oklahoma. TYA is Oklahoma’s National Guard Youth Challenge Program. For more information about the program, logon to the national website at www.ngycp.org/ok.

HOW TO APPLY: Submit a cover letter, resume and completed Authority for release of information and records and drug-alcohol testing form by 4:30 pm on the date shown above to the following:

Oklahoma Military Department
ATTN: OKSRM-Personnel
3501 Military Circle
Oklahoma City, Oklahoma 73111
Fax: 405-606-7262
Email: shaleen.varner@us.army.mil

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